

Section Overview

Introduction This section will provide you with information pertaining to processes of the SDA II database.

In this section The following topics will be discussed in this section:

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Processes

Overview The events listed under the System Administration Menu are described in this section.

View Transmittal Reports The View Transmittal Reports Event provides a list of transmittals polled by HRSIC.

- PERSRU's are limited to viewing only their transmittals.

There are 5 fields listed in the Transmittal Report event.

Field	Description
Transmittal Number	3-digit sequential number of transmittals submitted.
Transmittal Date	Date the transmittal was prepared.
Generation Data Set Number	Transmittals are batched and assigned a Generation Data Set Number by HRSIC. Transmittals from more than one PERSRU may be assigned the same data set number.
Number of A Records	Total number of transactions included in the transmittal.
Number of B Records	Total number of documents in the transmittal.

Transaction Listing Transaction listings can be viewed by selecting a transmittal and pressing <F1>.

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Processes, Continued

Site File Maintenance

The Site File Maintenance options allow you to maintain information as it relates to a specific site. The following is a description of each field in the Site File:

(Screen 1 of 2)	
<u>Field</u>	<u>Explanation</u>
Site Name	Self Explanatory
Address	Self Explanatory
Phone	Self Explanatory
District	Self Explanatory
OPFAC	Self Explanatory
Reporting Unit	Self Explanatory
OPFAC Modifier	Not Used
Site Code	Used for Creating Reserve DOCIDs
Beginning Sequence	Used for Creating Reserve DOCIDs
Ending Sequence	Used for Creating Reserve DOCIDs
Agency Reg/Dist	Used for Creating Reserve DOCIDs
Database Platform	CTOS, UNIX or "Client"/Server
Central Sys. Host Name	NT's Server Name for SDA System
Transmittal Group	The Number for the PERSRU
HRSIC Update	Date the Last HRSIC update loaded
Live Date	The date the PERSRU went live

(Screen 2 of 2)	
<u>Field</u>	<u>Explanation</u>
ACO Name	Populates CG-5131, Item 12a
ACO Authority	Not Used
Resp Officer Name	Not Used
Officer Grade & Title	Not Used
Signee Authority	Populates DD-214, Item 22
Amount Limitation	Not Used
Time Limit	Minutes to Invoke Time Out Routine
Identification Line	Used for Amend/Cancel Reserve Orders
Telephone	Used for Amend/Cancel Reserve Orders
Transfer Authority Lines	Tests Block 6 lines 1-4 of Reserve Orders

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Processes, Continued

- Change Sequent Password** The Change Sequent Password option allows you to change your sequent password and is found in the System Administration Menu.
- The application will ask for your old password and then for your new one.
 - Passwords must be at least 8 characters, beginning with a letter and containing two numbers.
 - The first 3 characters of the password must be different than the first 3 characters of the previous month's password.

Note: Change your Sequent password at the same time SDA II requires you to change your SDA II password.

Remarks Maintenance The Remarks Maintenance option allows you to maintain the list of valid remarks for use with the Standard Travel Order (CG-5131). It also allows you to create additional remarks, specific to your site, for future retrieval. Use the following keys when updating the remarks:

- <F1> key to modify a remark.
 - <F3> key to add a remark.
 - <F10> key to delete a remark.
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Run Adhoc Routine The Run Adhoc Routine is located in the System Administration Menu.

Member Locator This menu option may be accessed by all SDA II users, it is used to locate any member in the database and displays the following information:

Field	Description
Social Security	Member's SSN
Last Name	Member's Last Name
First Name	Member's First Name
MI	Member's Middle Initial
Rank	Member's Rank/Rate
Status	Active/Reserve Status
PERSRU	Servicing PERSRU
UNIT	Member's Assigned Unit
Phone	Units Phone Number
